

ATTACHMENT H

Mountain View Center for the Performing Arts

# Complimentary Ticket Request Form

## Ticket Services

PHONE: (650) 903-6555 FAX: (650) 962-9900

- All complimentary Ticket Requests must be accompanied by this form or an equivalent document.
- To complete a request, this form must be submitted to the Center no later than 12:00 noon, one (1) business day (Monday - Friday) prior to your first performance.
- The contracted Ticket Contact must validate a request by signing this form.
- Unsigned Comp Request Forms will not be accepted.
- Unless otherwise indicated, all comp tickets will be held at the box office indefinitely.
- To release unclaimed comps 10 minutes prior to curtain, place a check next to each applicable name.
- Comps requested here will be available at Will Call one hour prior to curtain.

**Event Title:**

**Contact Name:**

**Event Date/Time:**

**Contact Phone Number:**

FOR OFFICE USE ONLY:

Full name of guest	Location Request	# of Comps	<input checked="" type="checkbox"/> to Release comps

Order#	Released

**Total Comps Required:** \_\_\_\_\_

**Special Requests:**

Submitted By \_\_\_\_\_